



it's good to play

PO Box 43000  
Olympia WA  
98504-3000

Phone 360 664 4720  
www.walottery.com

June 17, 2009

Cynthia Cooper, Director  
Office of Minority and Women's Business Enterprises  
Post Office Box 41160  
Olympia, Washington 98504-1160

Subject: MWBE Plan

Dear Ms. Cooper:

Washington's Lottery recognizes the social and economic implications of patronizing minority and women-owned businesses and is committed to increasing supplier diversity and reaching agency goals. This will be accomplished by evaluating purchasing methods and identifying steps to improve outreach, participation, and awareness.

I have delegated the authority to implement and monitor this plan to the Director of Finance and Administration, who is a member of the executive management team.

Strategies for increasing MWBE participation:

- 1.) Accurately record participation
  - a. Financial Services will work with vendors that subcontract on the Lottery's behalf to identify and record subcontracted dollars spent with minority and women-owned businesses.
  - b. Financial Services will review, identify, and record PCard purchases made with minority and women-owned businesses.
  - c. Financial Services will enter exemptions to accurately record the participation base.
  - d. Exemptions will be requested by the Financial Services Supervisor or Designee for nondiscretionary purchases to accurately capture the participation base.
  - e. Financial Services will monitor monthly reports to ensure that all transactions were recorded correctly.